

VACANCY ANNOUNCEMENT

Job Title:	Administrative Assistant	Reports to
Grade:	S6	❖ Human Capital & Admin officer
Department:	Human Capital	

Job Purpose

The Administrative Assistant will provide the full range of administrative support to ensure the efficient operation of the Head Office. This role involves performing a variety of tasks including managing communication, scheduling meetings, handling correspondence, and maintaining office supplies. The Administrative Assistant will work closely with Head office staff to support the overall objectives of the organization.

Key Responsibilities

❖ Head Office Management:

- Maintain and organize office operations and procedures.
- Order and manage office supplies and equipment.
- Prepare Purchase Requests in oracle and Purchase Orders as per policy.
- Ensure the office environment is tidy, functional, and conducive to productivity.

❖ Travel Management:

- Schedule travel and flight bookings for staff.
- Manage SLA (Service Level Agreements) with Vendors.
- Arrange feedback meetings with vendors.
- Ensure the best ticket prices are obtained.

❖ Records Management:

- Maintain electronic and paper filing systems.
- Ensure the confidentiality and security of sensitive information.
- Receive and sort daily mail and maintain a central register for ShafDB and ensure all external correspondence are centrally received and filed to ensure an accurate records are maintained.

❖ Support Services:

- Assist in the coordination of regularly scheduled reports eg BTOR.
- Custodian of departmental meetings/ minutes taking
- Handle administrative requests and queries from staff members.

❖ **Event Planning:**

- Assist in planning and organizing company events, meetings, and conferences.
- Coordinate logistics, including venue, catering, and materials.
- Manage all meeting rooms including receiving bookings and allocating meeting rooms for specific meetings.

❖ **Financial Administration:**

- Assist in processing of invoices/ delivery notes for payment processing.

❖ Provide any other office administration duties when called upon.

Qualifications

- ❖ Bachelor's degree in Business Administration or any other related degree.
- ❖ Two (2) years' work experience in a Banking/Development Finance institution.
- ❖ Knowledge of administrative and clerical procedures and systems such as managing files and records and other office procedures
- ❖ Must have knowledge in use of MS office packages including excel, word, Oracle.
- ❖ Must have good Customer service attitude
- ❖ Must demonstrate ability to work independently with minimum supervision
- ❖ Ability to work collaboratively in a team and adapt to a fast-paced environment.

Applicants are invited to send a letter of motivation illustrating their suitability in relation to the qualifications listed and their detailed curriculum vitae to the following address:

hr@shelterafrique.org.

Applicants must indicate the position for which they have applied in the subject line of their email.

The deadline for submission is **31st AUGUST 2024**.

Only shortlisted candidates who meet the above requirements will be contacted.